



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Working Foreman Job Description

Job Summary

This position works in a supervisory capacity under the direction of the Road Agent and performs skilled work constructing and maintaining (including winter maintenance) the Town's transportation infrastructure with various pieces of equipment. Work is performed with considerable independence and involves responsibility for the use of considerable initiative and judgment in day-to-day operations. Assists the Road Agent in scheduling and supervising the work of employees and contractors including the evaluation, selection, and discipline of assigned personnel.

Supervision Received

Road Agent

Supervision Exercised

Highway Department Crew

Examples of Duties and Responsibilities

- Perform routine supervisory tasks.
- Assign staff-hours and equipment to perform construction projects.
- Assist in estimating material requirements and acquisition for varied projects.
- Schedule manpower and equipment for routine maintenance work of roads and related infrastructure.
- Respond to complaints from residents and other departments.
- Meet with the Road Agent to discuss projects, manpower, equipment, scheduling, and employee problems.
- Receive and disseminate information from other departments.
- Review and recommend new and updated policies and procedures.
- Perform all assignments including equipment operation, snow plowing/removal, laboring, and other work tasks as assigned by the Road Agent.
- Work on and perform a variety of tasks in connection with the maintenance and construction of roads and related infrastructure.
- Assist with or operate trucks with front plow and wings, and other equipment for snow removal and other seasonal cleanup operations, on an emergency and seasonal basis.
- Oversee the maintenance and repair of vehicles/equipment.
- Be familiar with and execute safe work procedures associated with assigned work.
- Train employees in safe work procedures and ensures that proper safety standards and procedures are followed by Department employees.
- Perform driveway inspections.
- Perform the tasks of Road Agent when the Road Agent is absent.
- Utilize asset management software for the tracking of work required and performed for all transportation infrastructure and equipment.



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- Perform manual labor in support of construction and maintenance activities.
- Assist with Transfer Station operations on an as-needed basis.
- Perform all other duties as deemed necessary and appropriate.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- Five years' experience with progressive responsibility in road or related construction including knowledge of modern methods and techniques as they relate to municipal highway operations.
- Technical training and/or certifications desired.
- Five years' experience in operating light and heavy equipment; including (but not limited to) dump truck, loader, grader, backhoe, tractor, and chipper.
- Five years' experience in estimating and field layout (grade stakes, elevations, etc.)
- Effective leadership and communication skills to include the effective motivation of employees.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.
- Maintains effective working relationships with other employees and the public.
- Ability to be available 24 hours per day to meet emergency situations.
- Be dependable, reliable, and timely.
- Be able to lift up to 50 lbs., to handle materials efficiently, and to move quickly if needed.
- Valid Class B or higher Commercial Driver's License.
- High School Diploma or G.E.D.
- Flaggers' Certification desired.
- Transfer Station Operator Certification (NH DES) Level 1 desired.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

Physical and Mental Requirements: Moderate physical effort generally required in performing Mechanic, Fabricator, Truck Driver, Laborer duties. Position requires the ability to operate various facility equipment. Regularly required to lift items weighing up to 50 pounds. The



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employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Frequently required.	Crawling: Frequently required.
Lift over 50 lbs.: Occasionally required.	Squatting: Frequently required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Frequently required
Carry 11 to 25 lbs.: Frequently required.	Crouching: Frequently required.
Carry 26 to 50 lbs.: Frequently required.	Climbing: Frequently required.
Carry over 50 lbs.: Occasionally required.	Balancing: Occasionally required.
Reach above shoulder height: Frequently required.	Work Surface(s)
Reach at shoulder height: Frequently required.	Indoor and outdoor surfaces including uneven surfaces and surfaces in inclement weather.
Reach below shoulder height: Frequently required.	
Push/Pull: Frequently required	
Hand Manipulation	
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to:
Handling: Frequently required.	Consecutive Hours Total Hours
Torqueing: Occasionally required	Sit: approximately 2 Up to 10+
Touching: Frequently required.	Stand: approximately 4 Up to 10+
	Walk: approximately 4 Up to 10+